

**GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER :: SONITPUR :: TEZPUR
(PERSONNEL BRANCH)**

ADVERTISEMENT

NO.SPE.32/2009/ 15

Dated. 12.01.2022

In cancellation of this office earlier advertisement issued vide No. SPE.32/2009/477, Dtd. 16.05.2017 and in pursuance of the approval received from the Joint Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-6 vide letter No. GAG(B).186/2018/165, Dtd. 3rd January/2022, applications are invited in prescribed format for filling up of 1(one) vacant post of "Administrative Officer" in the amalgamated establishment of the Deputy Commissioner, Sonitpur, Tezpur in the scale of Pay Band-3 Rs. 22000/- to Rs. 97000/- + Grade Pay Rs. 11500/- per month plus other allowances as admissible as per the provision of the Assam, Service (ROP) Rules, 2017 and amendments thereof under "The Assam Ministerial District Establishment Service Rules, 1967" as amended.

The applicant must have served at least 15 (Fifteen) years of service in any of the Deputy Commissioner's Establishment in Assam and have working experience in different Branches in general and in the establishment branch in particular. The applicant must possess Graduate Degree in any discipline from recognised University in India.

Applications stating age, educational qualification, present and permanent address and experience in different branches supported by attested copies of certificates, a copy of recent passport size Photograph alongwith Annual Confidential Reports (ACRs) of last 5 (five) consecutive years should reach the undersigned within 31.01.2022.

The application should be submitted through proper channel with service particulars via post or directly to **The Deputy Commissioner, Sonitpur, P.O. & P.S.-Tezpur, District-Sonitpur (Assam), PIN-784001.**

No application shall be accepted after the last date. The application sent by post should also reach the office of the undersigned within fixed date. The undersigned is competent to reject any incomplete application.

The selection will be made by Government of Assam, General Administration Department as per Assam Ministerial District Establishment Service Rules, 1967 and the Assam Ministerial District Establishment Service (Amendment) Rules, 2009.


No. TA/DA will be admissible for the journey performed in this connection.

Sd/-
Deputy Commissioner,
Sonitpur, Tezpur

Memo No.SPE.32/2009/ 15-A
Copy to :-

Dated. 12.01.2022

- 1) The Joint Secretary to the Govt. of Assam, General Administration Department, Dispur, Guwahati-6 for favour of kind information with reference to the Govt. letter No. GAG(B).186/2018/165, Dtd. 3rd January/2022.
- 2) The Commissioner, North Assam Division, Tezpur for favour of kind information.
- 3) All Deputy Commissioners of the Districts, Assam/All Sub-Divisional Officer (Civil) of Assam for favour of information.
- 4) The Superintendent of Govt. Press, Bamunimaidam, Guwahati.
- 5) The District Information and Public Relation Officer, Sonitpur, Tezpur. She is requested to give wide publicity of the advertisement through News Papers, Electronic Media etc. immediately.
- 6) DIO, NIC, Sonitpur, Tezpur for upload through district website.
- 7) All Branches/Circle Officers of the amalgamated establishment of Deputy Commissioner, Sonitpur, Tezpur.
- 8) Office copy.
- 9) Notice Board, DC's Office, Sonitpur, Tezpur.


Deputy Commissioner,
Sonitpur, Tezpur